STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**BUSINESS TAX TELEFILE INSTRUCTIONS
FOR SC RETAILERS**

ST-417
(Rev. 9/17/14)
5119

(803) 898-5918

As a South Carolina Business owner you have the option of filing your sales tax return by touchtone telephone. The Business Tax TeleFile System is available 24 hours / 7 days a week. The system affords a major convenience for qualified filers with *zero gross proceeds of sales, rentals, use tax, and withdrawals for own use* for the filing period covered. *First time users are required to register their sales tax license during the initial telephone call to receive a PIN.*

To start the process, dial (803) 898-5918 and follow the voice instructions.

To register your Sales Tax License number:

1. Enter your 9 digit Sales Tax license number which begins with "0".
2. Create and enter a 4 digit personal identification number (PIN).
3. Transfer to file Sales Tax return (optional).

To file your Sales Tax Return:

1. Enter your 9 digit Sales Tax license number which begins with "0".
2. Enter the 4 digit PIN that you created.
3. If you are a monthly, seasonal or annual filer, press 1.
4. If you are a quarterly filer, press 2.
   - To file a 1st Quarter return, press 1.
   - To file a 2nd Quarter return, press 2.
   - To file a 3rd Quarter return, press 3.
   - To file a 4th Quarter return, press 4.
4. Enter your gross proceeds of sales for the period you are filing.
5. Re-enter your PIN as the electronic signature to receive a confirmation number.
6. Record the confirmation number.
7. Enter whether your business is still opened or closed.
8. You're done!

The process is 100% paperless with nothing to mail to the SC Department of Revenue, and takes only minutes to complete. "How To Instructions" and "FAQs" can be found on the web at **www.dor.sc.gov**. For tax related issues, contact the DOR Sales Tax Help Line at (803) 898-5000. For TeleFile support issues, contact the Electronic Help Line at (803) 896-1715.